

Clerical and Office Branch
Accounting and Cashiering Group
Accounting Series

AQUATICS SUPPORT CLERK

04/97 (TLW)

Summary

Under general supervision, perform responsible bookkeeping and personnel functions for the Aquatics Division involving a variety of financial records, payroll preparation and maintenance of personnel records.

Typical Duties

Perform responsible bookkeeping for the Aquatics division. Involves: classifying by account various stores requisitions, operating and other expenses; posting items to general and ledger accounts; preparing journal vouchers to effect adjustments, transfers or corrections; adjusting, closing and balancing accounts; checking balances, purchase orders, expenditures, daily cash sheet, paid bills and receipts; preparing purchase orders, cash summaries, regular financial reports and statements periodically; verifying and analyzing financial records, reports and statements; keeping time records and preparing division payroll; maintaining accounting, payroll, personnel and related records.

Assist in processing new hires. Involves: dispensing application materials to interested parties; reviewing job applications for completeness and answering related questions from applicants concerning open positions and personnel matters; scheduling interviews and notifying eligible candidates of selection; completing and submitting required paperwork.

Perform general office duties. Involves: answering questions from employees, citizens and others on city policies and procedures; researching and responding to routine complaints or referring more complex problems to supervisor for action; recommending methods for eliminating errors; maintaining general office records; composing, typing and editing correspondence, reports, memoranda and other material; coordinating maintenance and repair of section office equipment.

Supervise assigned subordinate employees including contract staff or volunteers, if any. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes.

Perform related duties as assigned. Involves: similarly performing any duties of subordinates or coworkers, if required to maintain continuity of normal operations; assisting with conferences, fairs and presentations, if assigned.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. supplemented by additional training in bookkeeping and commercial subjects and four (4) years experience in bookkeeping and related clerical, including one (1) year of public contact; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of principles, methods, and practices of bookkeeping. Good knowledge of: business English, grammar and arithmetic; office methods and procedures; automated data entry and retrieval systems. Some knowledge of: personnel policies and procedures.

Ability to: plan, assign and supervise the work of others; make mathematical calculations with speed and accuracy; prepare financial reports and keep financial records of moderate complexity; understand, interpret and enforce established policies, procedures, and rules and regulations; courteously explain procedures, ordinances and other information to the general public and staff; evaluate and train assigned personnel; express oneself orally, clearly and concisely; establish and maintain effective working relationships with fellow employees and the general public in a courteous and tactful manner; maintain records and prepare reports.

Skill in the operation and care of common office equipment

Director of Personnel

Department Head